

## **Pine Valley & Child Support Standing Committee – Meeting Minutes**

**Date:** April 15, 2024

**Time:** 6:00pm

**Location:** Pine Valley Community Village, 25951 Circle View Lane, Richland Center, WI 53581, Community Room

**Attendants:** Board members present were Richard Mckee, Marty Brewer, Ken Rynes, Steve Williamson, Don Seep, Pat Rippchen, & Barb Voyce. Pine Valley staff were Therese Deckert, Business Office Manager and Shaponda Ann Jimerson, Pine Valley Administrator. County staff present included Michael S. Windle, County Counsel, Candice Pesch-County Administrator, Josh Elder, Richland County Highway Commissioner and Kerry Severson, County Board member. Community members present were Ray & Sylvia Schmitz.

**Call to order:** The meeting was called to order at 6:00pm by the chair, Richard McKee.

Motion made by Richard McKee and seconded by Marty Brewer, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Barb Voyce and seconded by Pat Rippchen to **approve the minutes** of the PV/CS March 18, 2024 Motion passed.

### **Child Support**

Pine Valley Administrator Shaponda Ann Jimerson read summary report provided by the Child Support Department. The Child Support Summary:

- Melony Walters returned to the agency on March 18, 2024 in the role of Caseworker/Financial Specialist.
- Charlene has completed the last component of the child support financial training.
- Child support cases have been split equally between Charlene and Melony to manage.
- Amy Forehand is the Interim Director and has been meeting with Charlene and Melony at least once per week to work through questions on specific cases.
- Training needs have been identified as there are some aspects of the job that neither Melony or Charlene have experience in. Amy Forehand has reached out to other county agencies in regards to providing hands-on training for staff.
- There is a backlog of worklist items for the agency. Charlene and Melony have been taking the worklist in sections (oldest items first) and working through them. It may take a few months to get caught up.
- Charlene just completed her notary test and application process and should receive her notary commission within a couple weeks. Melony's notary commission will be up for renewal in September.

Motion made by Marty Brewer and seconded by Steve Williamson to approve Child Support Summary. Motion passed.

### **Public Comment**

The public was given the opportunity for comment. No comments are noted.

## Pine Valley Financials

**PV Aging Review & Accounts Receivable Trend report:** Therese reviewed status of past due accounts and commented there has been several payment plans in place. Therese also reviewed the Trend report which showed days in accounts receivable for March was 36.86, slightly higher than last month d/t the late Medicare payments not received until April due to Good Friday. The goal is to be under 40.

**PV Consideration of Vouchers:** Therese highlighted cash receipts for March in the amount of \$664,727.92, 3-pay periods in the month of March totaling \$796,754.60; March vouchers totaled \$196,808.70. The cash variance for the month totaled a negative \$331,050.95.

**From the Cash Disbursements Journals for March;** Therese highlighted agency staffing charges for March totaling \$38,702, noting use of contracted nursing staff did increase overall in Certified Nursing Assistant and Personal Care Worker positions due to staffing shortages. Therese then highlighted check #10652 for the credit card for \$4,048.68 which included; \$400 for animated therapy dogs, \$125.00 for Leading Age Echelon renewal, \$223.00 cutting boards, and \$344 for toilet tank lids. Check# 10583 to Alliant Utilities for \$9,405.52. Therese noted the utility bills had decreased from last month. Check #10666 Rosie Connectivity for ear sensor in the amount of \$452.88, check #10672 for \$12,081.69 Aramark laundry services. Motion made by Don Seep and seconded by Pat Rippchen to approve the vouchers. Motion passed.

**Balance Sheet:** Therese highlighted from the balance sheet, the current operating cash balance of \$3,291,658.04, which amounts to nearly four months of operating expenses.

**Cash Flow:** Therese shared the cash flow report, showing comparisons of cash flow from January 2024 through March 2024 as well as all of 2023 on a month by month basis.

**PV Census:** Pine Valley Administrator Shaponda Ann Jimerson highlighted the census. The average during the month of March was 60 and high census is 62. CBRF census averaged 16. Administrator expressed interested in expanding the referral possibilities.

## Administrator's Report

Pine Valley Administrator presented the facility update.

**Self-Reports:** There were 2 self-reports for allegations of abuse and neglect. The Office of Caregiver Quality made the determination not to investigate the incident. All staff will participate in abuse and neglect training.

**Staffing & Interviews:** Pine Valley welcomes Mr. Chad Williamson, who is the new Director of Maintenance. Mr. Williams started on April 2, 2024 to receive training as a call-in and became full-time on April 15<sup>th</sup>. Interviews are scheduled for Certified Nursing Assistants (CNA's), Personal Care Workers (PCWs), and the Director of Nursing (DON) positions.

Administrator signed a new contract with Saving Grace. Saving Grace is actively working to assist Pine Valley Administrator with staffing shortages. Administrator highlighted the lower prices offered by Saving Grace when compare to other staffing providers being utilized in the facility.

**Solar Array Project:** Pine Valley saved a total of \$2048.26 on its energy bill during the last 30 days.

Annual Survey & Plan of Correction(POC): Deficiencies were found during Pine Valley's Annual Survey: F609, F812, K351, K362, K372, & K920 (K=Life Safety). To remedy the deficient practices, Administrator will revise the Abuse/neglect and Food Procurement policies. All staff will be required to complete the abuse and neglect training which will cover the reporting requirements.

The Administrator and Director of Maintenance will correct the life safety(K) tags by making the required repairs. Genuine Telecom repair made repairs on April 5, 2024.

The Administrator and Dietary will conduct spot checks and additional training to ensure adequate monitoring of food expiration dates and labeling.

Training & Education: The Dementia Training will be rescheduled and may occur in June.

Electronic Health Record (EHR): RFP will be presented to the Board in May. AHT is set to sundown on December 15, 2024. The Pine Valley has already begun exploring other platforms.

Health Services: The Pine Valley team will schedule a meeting to determine if a new pharmacy provider would be in the best interest of residents due to the continuous challenges with its current pharmacy provider.

The Psychologist offering services to Pine Valley residents will retire in May. Administrator and Social Service Department has a meeting scheduled with Behavior Care Solutions to discuss services and signing of new contract. The goal is to have the new provider established by June 1<sup>st</sup>.

Technology Advancements: Administrator mentioned trying robots to help in the Dietary Department. MetaDolce will provide a trial period and the facility will lease the robot after the trial period ends. The robot for the Activity Department will focus on memory care, socialization, and entertainment for the residents residing at Pine Valley.

SP Payments: Survey regarding SP payment completed from Leading Age. No updates have been provided.

**Motion to adjourn** made by Richard McKee and seconded by Steve Williamson. Motion passed.

**Next meeting** will be on Monday, May 20, 2024, at 6pm.